

DEVELOPMENT AND UPDATE OF PUBLIC ENGAGEMENT PUBLICATIONS AND MATERIALS

LMS-CP-4122
Rev. E: OSACB
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Associate Director Date

Objectives

- To produce effective outreach publications
- To inform the public about NASA's goals and accomplishments
- To educate students about NASA
- To satisfy media inquiries

General Information

The following record is generated by this procedure and should be maintained in accordance with LAPD 1440.7, Langley Research Center (LaRC) Records Management:

- Office of Strategic Analysis, Communications, and Business Development (OSACB), Publication Log

Note 1

See
http://communications.nasa.gov/sites/communications.nasa.gov/files/files/NASA_Graphics_Standards_v3-TAGGED-v3.pdf

Note 2

If document is considered for Web publication, it shall be printer-friendly.

Note 3

If using Office of the Chief Information Officer services, submit draft/revision following LMS-CP-5906.

Note 4

To obtain a publication number from the Outreach Publication Records Manager, supply the following information:

- Name of writer
- Title of publication
- Date of printing
- Name of publication being replaced by new publication, if any

